



Guidelines for Accessing Google Classroom and Marking Attendance

Dear Parents and students,

Greetings from MIIPS!

To ensure smooth participation in online learning, we request you to kindly follow the guidelines below for accessing Google Classroom and attending online classes through Google Meet.

◆ Step 1: Get Ready

- Ensure student has:
 - A device (mobile / tablet / laptop)
 - Stable internet connection
 - School-provided email ID and password

◆ Step 2: Install Required Apps

- Download:
 - Google Classroom
 - Google Meet

◆ Step 3: Sign in to Google Account

1. Open **Google Classroom**
2. Click **"Sign in"**
3. Enter:
 - School email ID
 - Password provided by school

◆ Step 4: Join the Class:

Option A: Invitation Link

- Open the link shared by teacher → Click **Join**

Option B: Using Class Code

1. Click **"+" (Join Class)**
2. Enter the **class code** (Class teacher will shared based on your request)
3. Click **Join**

◆ Step 5: Access Classroom Sections

- **Stream** → Announcements from teacher
- **Classwork** → Assignments & materials
- **People** → Teachers and classmates

◆ Step 6: Attendance Question in Classroom

1. Go to **Classwork**
2. Open the **Attendance Question**
3. Click "**Present**"
4. Submit

Class teachers will take attendance at 7:55 AM daily during the Google Meet session. In addition to this, for each subject period, students are required to mark their attendance in Google Classroom as scheduled by the respective subject teachers

◆ Step 7: Join Online Class (Google Meet)

1. Open the class in **Google Classroom**
2. Look for the **Meet link** at the top (banner area)
3. Click the link → it will open **Google Meet**
4. Click "**Join Now**"

◆ Step 8: During the Online Class

- Keep **mic muted** unless asked to speak
- Turn on camera during the classes.
- Sit in a place where learning has a conducive environment with less disruptions.
- Wear your school uniform and present yourself formally.
- Be punctual

◆ Step 9: Submit Assignments

1. Go to **Classwork**
2. Open the assignment
3. Click "**Add or Create**"
4. Upload file / take photo
5. Click "**Turn in**"

Parents are requested to ensure that their child:

- Logs in using the correct credentials.
- Joins classes regularly and on time.
- Completes attendance requirements promptly.

Your cooperation in supporting your child's learning is highly appreciated.

For any technical difficulties, please contact the class teacher or the IT Admin Mr. Amal – 0543267546

Wishing you a fruitful and enriching academic year ahead

Dr. Saifudheen P Hamsa

Principal